



**ESWATINI  
HOUSING BOARD**

# **VACANCY**

## **TECHNICAL OFFICER – Quantity Surveyor**

Applications are invited from suitably qualified candidates to fill the following position to assist in driving the vision and mission of the organization.

### **TECHNICAL OFFICER – Quantity Surveyor**

**Reports to:** Projects Manager

### **MAIN PURPOSE**

Assessing construction plans for the preparation of quantity requirements with respect to estimation of project duration, labor costs, material quantities and material costs.

### **SUMMARY OF DUTIES/RESPONSIBILITIES**

#### **Strategy Implementation**

- Participate in the implementation of projects to meet strategic objectives.

#### **Technical and Cost Estimation**

- Conduct detailed take-offs and measurements.
- Compile bill of quantities (BoQ) for house designs.
- Review house designs and prepare quantity requirements.
- Scrutinize maintenance and material costs, as well as contracts to ensure the best deals.
- Accurately and timeously undertake quantity measures to perform cost estimates.
- Review and analyze project specification and drawings.
- Prepare and monitor project cashflow forecasts
- Assess contractor invoices/ claims, process for payment and prepare final accounts.
- Assist the site management teams by the provision of construction activity programs.
- Facilitate the submission of building plan approval applications from the relevant local authority to enable start of construction.
- Periodic update of cost estimates &(BoQ) for EHB house catalogue
- Assist in tender documentation.

## **Construction Management**

- Travel from the office to various sites as required for inspections to assess progress and ensure compliance with contractual requirements and budgets.
- Collaborate with project manager to monitor project progress and budgets.
- Liaise with site managers, clients, contractors, and subcontractors.
- Document any changes in design and updating budgets.

## **Reporting**

- Prepare reports, analyses, contracts, budgets, risk assessments, and other relevant documents.
- Advise project managers and clients on improvements and new strategies.
- Keep track of materials and order more when required.
- Maintain accurate project documentation and records.
- Establish and maintain professional relationships with external and internal stakeholders.

## **SHEQ Management**

- Implement SHEQ management strategies for the unit.

Perform any other duties as may be reasonably assigned.

## **QUALIFICATION AND EXPERIENCE**

- Diploma in Quantity Surveying, Building Studies, Construction Management, or a related field.
- Minimum 3 years of construction estimating experience.
- Exposure to and familiarity with Building Permit Applications process and requirements.
- Experience in residential construction.

## **KEY COMPETENCIES**

- Verbal and written communication, including active listening for determining client needs, communicating them to the construction crew and preparing reports.
- Strong mathematics skills for calculating material quantities and construction costs.
- Excellent negotiation and interpersonal skills
- Sound knowledge of construction.
- Ability to organize, plan, and strategize.
- A valid driver's license.
- Strong analytical thinking and problem-solving skills.
- Understanding of engineering science, construction and technology
- Understanding of current building, health and safety regulations
- Computer literacy and confidence using office and electronic project management programs.
- Ability to work effectively in a team environment.

Interested candidates must submit their applications with a detailed CV and certified copies of academic qualifications to:

The **Human Resources Manager** Email: [recruitment@ehb.co.sz](mailto:recruitment@ehb.co.sz)

**Closing date:** Wednesday, 01<sup>st</sup> November 2023